



## Training Opportunity

<b>Course Title:</b>	Pre-Retirement ( <b>CSRS</b> ) Benefits Seminar
<b>Date(s)/Time:</b>	February 9, 2004
<b>Location:</b>	Anniston City Meeting Center, Anniston AL
<b>Tuition:</b>	\$70 (Spouses may also attend)
<b>Vendor:</b>	Benefit Advisory Group
<b>Course Manager:</b>	Louise Olszewski, 256 842-6540/DSN 788-6540 Louise.Olszewski@us.army.mil
<b>Registration Deadline:</b>	<b>December 31, 2003</b> Limited to 50 employees/25 family members per session.

**Who Should Attend:** Employees under the CSRS retirement system that are within 5-7 years of retirement.

**Course Description:** Explanation of the Federal Employee Benefit package and how to make it work to your advantage. What are the cost factors? What are the benefits? How can they best be used? What happens upon retirement? Topics to be discussed are: Social Security, Thrift Saving Plan, FELGI, Death in Service, Retirement Annuity, Survivor Benefits, Long Term Care, Protection Savings & Growth Worksheets.

**Registration Information:**

**Registration Deadline:** **December 31, 2003**

Participants should follow local procedures for securing approval to attend this course. Your registration is not complete until the course manager receives your payment authorization sheet. Payment will be made using the government credit card by the sponsoring agency. Cancellations are permitted until the registration deadline on **December 31, 2003** by contacting the course manager.

**Additional Information:**

Enrollment is limited to **50 employee slots** and 25 family member slots. No charge for family member, however, you **must** reserve a slot for them with the course manager.

Participants may be excused from portions of any training program that they feel conflicts with their religious beliefs or creates high levels of emotional response or psychological stress. Individuals that require special accommodations should contact the course manager listed above.



# Payment Authorization Sheet

This sheet confirms approval of the following individual(s) to attend the training program identified below and authorizes the vendor to charge the listed tuition amount to the attendee's organization. FAX completed document to: 256-876-3627 or DSN 746-3627.

## Course Information

Course Title: Pre-Retirement (CSRS) Benefits Seminar  
Tuition: \$70  
Location: Anniston City Meeting Center, Anniston AL  
Date(s): Feb 9, 2004 8:00am – 3:00pm  
Vendor: Benefit Advisory Group

**Attendee Information:** If multiple individuals are participating from the same organization using the same credit card information, an attachment may be used identifying all of the information in this section for each attendee. Family member - just include the name - only 25 slots available.

Name:\* \_\_\_\_\_  
Family Member:\* \_\_\_\_\_  
Organization: \_\_\_\_\_  
Installation/City: \_\_\_\_\_  
Email:\* \_\_\_\_\_  
Commercial Phone:\* \_\_\_\_\_  
Supervisor's Name:\* \_\_\_\_\_  
Supervisor's Email:\* \_\_\_\_\_

## Credit Card Holder Information

Cardholder Name: \_\_\_\_\_  
Commercial Phone: \_\_\_\_\_  
FAX Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Payment Information (Select one option below)** Note: Cancellations after the registration deadline may be subject to a fee. Complete information is contained in the course announcement.

- ☐ Please charge tuition amount to:  
Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
☐ Please contact the cardholder listed above for payment information.

## Receipt Information (Select one option below)

- ☐ A receipt is not required.  
☐ Please send receipt to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions: Please call Course Manager: Louise Olszewski, 256 842-6540/DSN 788-6540

Registration Deadline: **December 31, 2003**